

FACT SHEET
DEPARTMENTAL OFFICES
**DESTRUCTION OF CONTROLLED UNCLASSIFIED INFORMATION, SENSITIVE
BUT UNCLASSIFIED AND CLASSIFIED INFORMATION**

The Director, Office of Security Programs (OSP) manages the Department of Treasury, Main Treasury Complex, Controlled Unclassified Information (CUI)/Sensitive but Unclassified (SBU) and Classified Waste Destruction Program. The CUI/SBU destruction facility is located in the (b) (7)(E). OSP has contracted with Moss

Cape LLC., to perform Document Destruction and Disintegrator Maintenance Services. Acceptable materials are paper products, a limited quantity of CD and DVDs. Microfiche may be acceptable with advance notification. Electronic storage media shall be sanitized appropriately by overwriting or degaussing; contact Departmental Offices Information Technology (DOIT) security personnel for additional guidance (b) (7)(E).

Offices with High Security Crosscut Paper Shredders that have been approved for use and on the NSA/CSS Evaluated Products List may be used to destroy CUI/SBU and classified material at the Secret level. For Top Secret and above please contact the Facility Security Office (FSO) or Intelligence Operations Center (IOC) for guidance. **Note: Only equipment which produces particles that are 1mm x 5mm (0.04 x 0.2in) in size (or smaller) may be approved for destruction of CUI/SBU and classified material.**

1. CUI/SBU may not be left unattended but stored in a room or area that has sufficient physical access control measures to afford adequate protection and prevent unauthorized access by members of the public, visitors, or other individuals without a need-to-know, such as a locked room or an area where access is controlled by a cipher lock, or card reader.
 - a. Employees and contractors may deliver CUI/SBU material to the (b) (7)(E). When delivering CUI/SBU to the WDF, the material shall NOT be left unattended but given directly to the WDF technician. CUI/SBU material may be delivered in burn bags or containers clearly marked CUI/SBU material. The following items shall be annotated on the outside of the bag or container: office, phone number.
 - b. *The facility is dedicated to the destruction of classified material every (b) (7)(E). Delivery of CUI/SBU materials will not be accepted at the WDF during this timeframe.*
2. The contractor will pick up CUI /SBU throughout the MTC, (b) (7)(E). If your office door is closed or locked, the pickup will be rescheduled to the following week. The OSP Contractor may not enter and remove CUI/SBU from unoccupied offices.
3. Offices may schedule to receive a delivery of CUI/SBU bins for collection of CUI /SBU material. These bins are scheduled on a first-come-first serve basis due to limited quantity.
 - a. Main Treasury Complex: CUI/SBU Bin delivery will occur on (b) (7)(E). With advance notification and availability a CUI/SBU Bin may be picked up on (b) (7)(E).

b. Leased facilities:

1. OSP will arrange delivery of the CUI/SBU Bin through the facilities services desk on a specific date, workload permitting. OSP will arrange pick-up of the CUI/SBU Bin when requested, to be scheduled between (b) (7)(E) [REDACTED].
2. CUI/SBU shall be protected from inadvertent and unauthorized disclosure and should be stored in locked office or storage room. Email request for delivery and pick up of CUI/SBU Bin should be sent to (b) (7)(E) [REDACTED] subject: REQUEST FOR DELIVERY AND/OR PICK-UP OF CUI/SBU. The request shall and include
 - (1) Name of contact
 - (2) Location of pick up (bldg. and room number)
 - (3) Telephone number of contact

4. Pick-Up of Classified Material: Employees and contractors may NOT store classified material mixed in with the CUI/SBU bags. Classified material shall be stored in approved GSA container with FFL-2740 lock until pick-up is arranged. Request for pick-up of classified information up to and including Secret shall be sent via email to (b) (7)(E) [REDACTED]; subject: REQUEST PICK UP OF CLASSIFIED MATERIAL. Classified material SHALL be stored in burn bags and shall be/include:

- a. No more than 10 pounds or ¾ full
- b. Owner Name and Office
- c. Office location and phone number
- d. Highest level of classified material contained within

Note: Top Secret and above material is collected for destruction by OSP and/or the Facility Security Officers (FSO) and the Intelligence Operations Center (IOC). Offices not designated as Sensitive Compartmented Information Facility (SCIF) may not store Top Secret and above.

- ❖ Burn bags and CUI/SBU bins **SHALL NOT** contain metal items; such as hardened steel binder clips/paper clips, heavy duty staples, keys, chains, coins/tokens, non-metal organic waste, leftover snacks, chewing gum, materials such as crossword/Sudoku puzzles, magazines/comics, newspaper clippings, plastic wrap, card board, Styrofoam cups, clothing, candy bar wrappers, soda cans, plastic bottle, facial tissue, spiral bindings and books, plastic tabs or heavy-duty plastics and notebooks. These items will damage the cutting blades, shorten their life-cycle and damage the DO's shredder equipment.
- ❖ Burn bags will be periodically checked for such materials. Any burn bag containing unauthorized material will be returned to the respective office.

Changes will be incorporated in the Treasury Security Manual TD P 15-71